

MINUTES OF THE REGULAR MEETING OF THE FAIRFAX COUNTY
REDEVELOPMENT AND HOUSING AUTHORITY

May 22, 2003

On May 22, 2003, the Commissioners of the Fairfax County Redevelopment and Housing Authority (FCRHA) met in the FCRHA Board Room, One University Plaza, 4500 University Drive, Fairfax, Virginia, at 6:50 p.m., for a presentation. The presentation, entitled, *Smart Commute Homeownership Program*, sponsored by Fannie Mae, was given by HCD Director Paula Sampson.

Ms. Sampson noted that Fannie Mae plans to unveil the Smart Commute Program in July with a presentation being made on June 16 at the annual joint meeting of the Board of Supervisors and the FCRHA.

CALL TO ORDER

FCRHA Chair Conrad Egan called the regular meeting of the FCRHA to order at 7:00 p.m. FCRHA Commissioners present and absent for a portion or all of the meeting were as follows:

PRESENT

Conrad Egan
Kenneth Butler
Martin Dunn
John Kershenstein
H. Charlen Kyle
Elisabeth Lardner
Al McAloon
Lee A. Rau
Joan Sellers

ABSENT

Ronald Christian
Willard Jasper

Also present at the meeting were the following staff of the Department of Housing and Community Development (HCD): Paula C. Sampson, Director; Mary A. Stevens, Deputy Director; Harry Swanson, Deputy Director, Revitalization and Real Estate; Patricia Schlener, Director of Administration; Kristina Norvell, Director of Public Affairs; Michael Finkle, Director of Housing Management Division; James Hall, Chief, Housing Services Branch; Anne Morrison, Asset Manager; Joe Maranto and Penny Xu, Fiscal Administrators, Financial Management Division; James Speight, Director, and Vic Straw, Engineer II, Property Improvement and Maintenance Division; John Payne, Director, and Gordon Goodlett, Development Officer, Design, Development and Construction Division; Anne Morrison, Administration; Barbara Carpenter, Director, Policy and Planning and Cynthia Ianni, Senior Program Manager, Office of Revitalization; Erik Hoffman, Director, Elisa Johnson, Grants Coordinator, Michael Pearman, Management Analyst, Real Estate Finance and Grants Management Division; Barbara Silberzahn, Chief, and Bonnie Conrad, Program Manager, Homeownership and Relocation Services; and Winifred A. Clement, FCRHA Assistant. Staff

from the County Attorney's Office included Alan Weiss and David Stroh, Assistant County Attorneys, FCRHA Counsels.

APPROVAL OF MINUTES

A motion was made by Commissioner McAloon, seconded by Commissioner Sellers, to adopt the minutes of the April 24, 2003 meeting as written. A vote was taken and the motion carried unanimously.

CITIZEN TIME

The Chair opened Citizen Time at 7:02 p.m. and introduced Ms. Sue Capers, a member of the Virginia Coalition for the Homeless. Ms. Capers noted that her organization provides shelters and basic emergency and transitional housing for the homeless. Her testimony centered on the development of studio apartments (Single Room Occupancy) which would serve as permanent housing for the homeless in Virginia. She shared with the Commissioners a project in which she participated in Richmond, Virginia, and urged the FCRHA to endorse the efforts underway to develop studio apartments targeted to formerly homeless people.

After her testimony, Ms. Capers responded to questions from the Commissioners.

With no other speaker in the audience wishing to speak, the FCRHA Chair closed Citizen Time at 7:20 p.m.

The Chair informed his colleagues that Commissioner Jasper was absent from the meeting because he was attending a meeting of the Urban League and Commissioner Christian was participating in a Board of Supervisors' Coordinating Council on Long Term Care.

At the Chair's request and without objection, the order of the agenda items was changed; Action Item Number 7 was considered before Action Number 1 and Consideration item Number 1 was considered after the Closed Session, in deference to FCRHA guests present. The rest of the agenda remained the same. The Chair recused himself from any participation in Resolution Number 41-03 to avoid a possible conflict of interest and turned the gavel over to Commissioner McAloon during discussion of that item.

ACTION ITEMS

7. RESOLUTION NO. 41-03

CONSENT TO EXECUTE THE PURCHASE AND SALE AGREEMENT BETWEEN
ISLAND WALK COOPERATIVE AND COMMUNITY PRESERVATION
DEVELOPMENT CORPORATION

BE IT RESOLVED, that the Fairfax County Redevelopment and Housing Authority (FCRHA) hereby consents to the execution of the Purchase and Sale Agreement between Island Walk Cooperative and Community Preservation Development Corporation, subject to the terms, conditions and covenants outlined in the Action Item presented at the May 22, 2003 meeting.

After a brief presentation by Michael Pearman and responding to questions from the Commissioners, a motion was made by Commissioner Rau, seconded by Commissioner Dunn, to adopt Resolution Number 41-03. After discussion, a vote was taken, and the motion carried, with Commissioner Kershenstein abstaining.

At this point, Commissioner McAloon turned the meeting over to Chairman Egan.

1 RESOLUTION NO. 35-03

AUTHORIZATION TO SUBMIT PROPOSED GRANT APPLICATIONS UNDER THE
FISCAL YEAR 2003 U.S. DEPARTMENT OF HOUSING AND URBAN
DEVELOPMENT'S (HUD) SUPER NOTICE OF FUNDING AVAILABILITY
(SUPERNOFA)

NOW, THEREFORE, BE IT RESOLVED that the Fairfax County Redevelopment and Housing Authority (FCRHA) authorizes the Department of Housing and Community Development to submit the following applications to the U.S. Department of Housing and Urban Development as described in the action item approved by the FCRHA on May 22, 2003:

- Resident Opportunities and Self-Sufficiency (ROSS) Neighborhood Networks
- Housing Choice Voucher Family Self-Sufficiency (FSS) Coordinator
- ROSS Resident Services Delivery Model - Elderly and Persons with Disabilities
- Mainstream Housing Opportunities for Persons with Disabilities

A brief presentation was given by Elisa Johnson, after which she responded to questions from the Commissioners. A motion was made by Commissioner McAloon, seconded by Commissioner Kyle, to adopt Resolution Number 35-02. A vote was taken after discussion, and the

motion carried unanimously.

2. RESOLUTION NO. 36-03

LIMITED DELEGATION OF AUTHORITY TO APPLY FOR GRANTS FOR FUNDING
FOR PRIORITY PROGRAM AREAS

WHEREAS, HCD and the FCRHA are raising funds to fill the gap as funding from federal, state and local funding sources is diminishing;

WHEREAS, opportunities are often missed because proposal due dates are prior to regularly scheduled FCRHA meetings;

WHEREAS, HCD will continue to request authorization to apply for grants and donations that require cash matches not already designated by the FCRHA; those that will create a new, unfunded position; and those that create new programs not already included in the Strategic Plan;

WHEREAS, HCD will continue to request authorization from the Board of Supervisors for all grant applications above \$5,000; and

WHEREAS, HCD will pilot the limited delegation of authority for one year;

NOW, THEREFORE, BE IT RESOLVED that the FCRHA delegates and authorizes any Assistant Secretary to the FCRHA to execute and submit grant applications without FCRHA's prior approval around the following targeted areas: magnet housing, technology needs and housing services.

A brief presentation on Resolution Number 36-03, requesting limited delegation to FCRHA Assistant Secretary to apply for grants for existing programs with certain limitations, was given by Elisa Johnson. After her presentation, she responded to questions from the Commissioners. Commissioner McAloon mentioned that the HOMMS Committee had suggested a one-year pilot with quarterly updates.

A motion was made by Commissioner McAloon, seconded by Commissioner Kyle, to adopt Resolution Number 36-06. After further discussion, a vote was taken, and the motion carried unanimously with the understanding that there would be immediate notification of the FCRHA and regular updates in the form of information items for FCRHA meetings.

Prior to consideration of the following four MIDS item, HCD Director Paula Sampson gave a brief update on the efforts to revise the MIDS program and the recent termination of the consultant contract intended to complete this project.

3. RESOLUTION NUMBER 37-03

AUTHORIZATION TO RESELL A FORMER MODERATE INCOME DIRECT SALES (MIDS)
PROPERTY AT 8301 BROCKHAM DRIVE, ALEXANDRIA, VIRGINIA 22309
(LEE DISTRICT)

BE IT RESOLVED that the FCRHA hereby authorizes the resale of the former Moderate Income Direct Sales (MIDS) property located at 8301 Brockham Drive, Alexandria, Virginia, 22309, (Property) to be sold to an eligible applicant in the First-Time Homebuyers Program in accordance with the Interim Criteria described in this item for a price up to \$111,756; and

BE IT FURTHER RESOLVED that the Chairman, Vice Chairman and any Assistant Secretary are each hereby authorized on behalf of the FCRHA to execute and record among the land records of Fairfax County new covenants with respect to such Property, in a form approved by the FCRHA at its meeting on March 6, 2003 for the First-Time Homebuyers Program and to enter into such agreements, deeds, and other instruments as may be necessary or appropriate to sell and convey such Property as described above, subject to such new covenants.

Bonnie Conrad, Program Manager, HCD Home Ownership Unit gave a brief presentation on Resolution Number 37-03 and responded to questions from the Commissioners.

A motion was made by Commissioner McAloon, seconded by Commissioner Lardner, to adopt Resolution Number 37-03. After discussion, a vote was taken and the motion carried unanimously.

4. RESOLUTION NUMBER 38-03

AUTHORIZATION TO REPURCHASE AND TO RESELL A MODERATE INCOME DIRECT
SALES (MIDS) PROPERTY LOCATED AT 8662 DELLWAY LANE, VIENNA, VIRGINIA 22180
WITH MONIES FROM FUND 143, HOMEOWNER AND
BUSINESS LOAN PROGRAM (PROVIDENCE DISTRICT)

BE IT RESOLVED that the FCRHA hereby designates funding in the amount up to \$133,971 from Fund 143, Homeowner and Business Loan Program, Project 013845, MIDS Resales, to be used to repurchase and repair the MIDS property located at 8662 Dellway Lane, Vienna, Virginia 22180 (Property) prior to reselling that property under the First-Time Homebuyers Program;

BE IT RESOLVED that the FCRHA hereby authorizes the resale of the Property referenced above to be sold to an eligible applicant in the First-Time Homebuyers Program in accordance with the interim criteria described in this item for a price up to \$133,971; and

NOW THEREFORE BE IT RESOLVED that the Chairman, Vice Chairman and any Assistant Secretary are each hereby authorized on behalf of the FCRHA to execute and record with respect to the Property among the land records of Fairfax County new covenants in a form approved by the FCRHA at its meeting on March 6, 2003 for the First-Time Homebuyers Program and to enter into such agreements, deeds, and other instruments as may be necessary or appropriate to sell and convey the Property as described above, subject to such new covenants.

Bonnie Conrad gave a brief presentation on Resolution Number 38-03 and responded to questions from the Commissioners. A motion was made by Commissioner McAloon, seconded by Commissioner Sellers, to adopt Resolution Number 38-03. After discussion, a vote was taken, and the motion carried unanimously.

A motion was made by Commissioner McAloon, seconded by Commissioner Sellers, to adopt Resolution Number 38-03. After discussion, a vote was taken, and the motion carried unanimously.

5. RESOLUTION NUMBER 39-03

AUTHORIZATION TO REPURCHASE AND TO RESELL A MODERATE INCOME
DIRECT SALES (MIDS) PROPERTY LOCATED AT 8169 WILLOWDALE COURT,
SPRINGFIELD, VIRGINIA 22153 WITH MONIES FROM FUND 143, HOMEOWNER
AND BUSINESS LOAN PROGRAM (MOUNT VERNON DISTRICT)

BE IT RESOLVED that the FCRHA hereby designates funding in the amount up to \$119,966 from Fund 143, Homeowner and Business Loan Program, Project 013845, MIDS Resales, to be used to repurchase and repair the MIDS property located at 8169 Willowdale Court, Springfield, Virginia 22153 (Property) prior to reselling that property under the First-Time Homebuyers Program;

BE IT RESOLVED that the FCRHA hereby authorizes the resale of the Property referenced above to be sold to an eligible applicant in the First-Time Homebuyers Program in accordance with the Interim Criteria described in this item for a price up to \$119,966; and

NOW THEREFORE BE IT RESOLVED that the Chairman, Vice Chairman and any Assistant Secretary are each hereby authorized on behalf of the FCRHA to execute and record with respect to the Property among the land records of Fairfax County new covenants in a form approved by the FCRHA at its meeting on March 6, 2003 for the First-Time Homebuyers Program and to enter into such agreements, deeds, and other instruments as may be necessary or appropriate to sell and convey the Property as described above, subject to such new covenants.

A brief presentation on Resolution Number 39-03 was given by Homeownership Program Manager Bonnie Conrad after which she responded to questions from the Commissioners.

A motion was made by Commissioner Kyle, seconded by Commissioner Sellers, to adopt Resolution Number 39-03. After discussion, a vote was taken, and the motion carried unanimously.

6. RESOLUTION NUMBER 40-03

AUTHORIZATION TO REPURCHASE AND TO RESELL A MODERATE INCOME
DIRECT SALES (MIDS) PROPERTY LOCATED AT 8308 BARK TREE COURT,
SPRINGFIELD, VIRGINIA 22153 WITH MONIES FROM FUND 143,
HOMEOWNER AND BUSINESS LOAN PROGRAM (MOUNT VERNON DISTRICT)

BE IT RESOLVED that the FCRHA hereby designates funding in the amount up to \$111,388 from Fund 143, Homeowner and Business Loan Program, Project 013845, MIDS Resales, to be used to repurchase and repair the MIDS property located at 8308 Bark Tree Court, Springfield, Virginia 22153 (Property) prior to reselling that property under the First-Time Homebuyers Program;

BE IT RESOLVED that the FCRHA hereby authorizes the resale of the Property referenced above to be sold to an eligible applicant in the First-Time Homebuyers Program in accordance with the Interim Criteria described in this item for a price up to \$111,388; and

NOW THEREFORE BE IT RESOLVED that the Chairman, Vice Chairman and any Assistant Secretary are each hereby authorized on behalf of the FCRHA to execute and record with respect to the Property among the land records of Fairfax County new covenants in a form approved by the FCRHA at its meeting on March 6, 2003 for the First-Time Homebuyers Program and to enter into such agreements, deeds, and other instruments as may be necessary or appropriate to sell and convey the Property as described above, subject to such new covenants.

A brief presentation on Resolution Number 40-03 was given by Homeowner Program Manager Bonnie Conrad. A motion was made by Commissioner Sellers, seconded by Commissioner Lardner, to adopt Resolution Number 40-03. A vote was taken and the motion carried unanimously.

ADMINISTRATIVE ITEM:

1. RESOLUTION NO. 42-03

AUTHORIZATION TO REVISE THE SECTION 8 ADMINISTRATIVE PLAN,
AND THE PUBLIC HOUSING AND FAIRFAX COUNTY RENTAL PROGRAM
(FCRP) ADMISSIONS AND OCCUPANCY POLICIES TO INCLUDE
SPECIFIC LANGUAGE REFERENCING THE STANDARDS OF
CONDUCT AND CODE OF ETHICS REQUIRED FOR EMPLOYEES
OF THE FAIRFAX COUNTY DEPARTMENT OF HOUSING
AND COMMUNITY DEVELOPMENT

NOW, THEREFORE, BE IT RESOLVED that the FCRHA authorizes the Department of Housing and Community Development to adopt revisions to the Section 8 Administrative Plan and the Public Housing and FCRP Admissions and Occupancy Policies to include specific language referencing the Standards of Conduct and Code of Ethics required for all employees of the Fairfax County Department of Housing and Community Development as approved in the May 22, 2003 Administrative Item.

A brief presentation was given by Jim Hall of the HCD Housing Management Division. After his presentation, Mr. Hall responded to questions from the Commissioners.

A motion was made by Commissioner Kyle, seconded by Commissioner Kershenstein, to adopt Resolution Number 42-03. After discussion, a vote was taken, and the motion carried unanimously.

CLOSED SESSION

A motion was made by Commissioner Dunn, seconded by Commissioner Kershenstein, that the Fairfax County Redevelopment and Housing Authority (FCRHA) go into Closed Session or discussion and consideration, pursuant to Virginia Code Section 2.2-3711(A)(3), of (1) the acquisition of real property for a public purpose located in Fairfax County at 8147 Crystal Creek Court, (2) the disposition of publicly held real property located in Fairfax County at Glenwood Mews on Telegraph Road, and (3) the disposition of publicly held real property located in Fairfax County on Westglade Court near Sunrise Valley Drive where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the FCRHA.

A vote was taken after discussion, and the motion carried unanimously. The FCRHA went into Closed Session at 8:10 p.m.

OPEN MEETING RESUMED

A motion was made by Commissioner Dunn, seconded by Commissioner Kershenstein, that

the members of the Fairfax County Redevelopment and Housing Authority certify that to the best of their knowledge only public business matters lawfully exempted from the open meeting requirements prescribed by the Virginia Freedom of Information Act and only matters identified in the motion to convene Closed Session were heard, discussed or considered by the Fairfax County Redevelopment and Housing Authority during Closed Session.

A vote was taken by roll call of the Commissioners present as follows:

AYE

Conrad Egan
Kenneth Butler
Martin Dunn
John Kershenstein
H. Charlen Kyle
Elisabeth Lardner
Al McAloon
Lee A. Rau
Joan Sellers

NAY

ABSTAIN

The motion carried unanimously and open meeting resumed at 9:15 p.m.

A motion was made by Commissioner Egan, seconded by Commissioner Rau, that the FCRHA issue a new Request for Proposals for the sale of the property at Glenwood Mews, and that staff seek various innovative approaches for developing affordable housing on the site.

CONSIDERATION ITEM

1. FCRHA Affordable Dwelling Unit Purchase Option

A presentation was given by Erik Hoffman, Director of Real Estate and Grants Management, HCD, on the various options available to the FCRHA in considering purchase of ADUs. Discussion followed regarding the issue of public notification.

A motion was made by Commissioner Rau, seconded by Commissioner Kyle, that the FCRHA adopt the ADU Purchase Policy under consideration. After further discussion and clarification, a vote was taken on the motion to adopt the policy, as amended, and the motion carried unanimously.

INFORMATION ITEMS

1. Fairfax County Redevelopment and Housing Authority Meeting Summary – April 24, 2003
2. Contracts of \$50,000 or Less
3. Minutes of the Housing Ownership, Management, and Security Committee Meeting - May 13, 2003
4. Minutes of the Finance Committee Meeting – May 14, 2003 – *Meeting minutes should be corrected to indicate that Commissioner Rau was present.*
5. Minutes of the Planning and Development Committee Meeting – May 14, 2003
6. Monthly Affordable Dwelling Unit (ADU) Tracking Report – *brief discussion*
7. Fairfax County Redevelopment and Housing Authority Calendars of Meetings for June and July 2003

BOARD MATTERS – See Attachment #1

A motion was made by Commissioner Rau, seconded by Commissioner McAloon, to amend the FCRHA Strategic Plan to include extension of the ADU Ordinance to high-rise developments as a strategic objective. After discussion, the motion was amended to reflect that the matter be referred to the Planning and Development Committee to solicit input from the FCRHA for the benefit of the FCRHA representative to be appointed to the ADU Task Force.

A vote was taken after discussion, and the motion as amended, passed unanimously.

ADJOURNMENT

A motion was made by Commissioner Kershenstein, seconded by Commissioner Lardner, to adjourn the meeting at 10:40 p.m. A vote was taken and the motion carried unanimously.

(Seal)

Conrad Egan, Chairman

Paula C. Sampson, Assistant Secretary